

**MINUTES OF THE REGULAR MEETING
Of
The Board of Commissioners
Of
The Housing Authority of the City of Hartford**

**September 13, 2022
5:30 p.m.**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held a regular Board meeting on Tuesday, September 13, 2022, via remote participation in accordance with the provisions of Section 149, et seq, of the Connecticut Public Act 21-2. The meeting was called to order at 5:31 pm by Chairperson Jeffrey Stewart.

Commissioners, staff, and the public participated in the meeting by dialing the following call-in number and using the following phone conference ID:

[Click here to join the meeting](#)

**Call-In Number: 1 469-998-7233
Phone Conference: 815 701 55#**

I. Roll Call

Upon roll call, the following members were in attendance: Chairperson Jeffrey Stewart; Vice-Chairperson James Woulfe; Commissioner Paddi LeShane; Commissioner Luz Calderon; and Commissioner Kevin Henry

II. Consideration of the Minutes of the Annual Board Meeting of July 12, 2022

A motion was made (Commissioner Woulfe) and seconded (Commissioner Calderon) to approve the minutes of the Annual Board Meeting of July 12, 2022. Commissioner Kevin Henry abstained. The motion passed.

III. Report of the Chairperson

Chairperson Jeffrey Stewart welcomed everyone to today’s Board of Commissioners meeting. He thanked everyone for their continued great work.

IV. Report of the Executive Director

Ms. Annette Sanderson, Executive Director, welcomed everyone to today’s Board of Commissioners meeting. She also provided the following comments and updates:

- Ms. Sanderson thanked staff, Commissioners, and residents for attending the meeting before providing a brief overview of the agenda.
- Items on the agenda include seven Resolutions before the board, a presentation from Douglas Corning, Project Logic (HACH Housing Consultant) of the 2023 HACH Annual Plan, and a summary report of the changes.
- Ms. Sanderson gave an update on the Hartford Housing Tenant Organization (HHTO) MOU and provided the Board with a timeline going back to 2018. She acknowledged Barbara McGrath, Connecticut Urban Legal Initiative, Inc. (CULI) who was present at the meeting and has been helping with the HHTO process of getting them compliant with HUD regulations. A timeline can be viewed at:
https://hachct.sharepoint.com/:f:/s/BOC/EijDNb8dxvJLmXev5F58i_QBOHO7YHlr5lKb3Fp3uXu3HA?e=uBGq4e
- Public participants were acknowledged, and their participation was recognized and appreciated.

V. **Public Comment Period**

There were no comments made by the public

VI. **New Business**

1. Update of the 2023 HACH Annual Plan and a Summary Report of the Changes. Mr. Douglas Corning, Project Logic, LLC (HACH Housing Consultant) presented an update on the 2023 HACH Annual Plan and a summary report of the changes.
2. Resolution No. 2022-29 Regarding Acquisition of Dutch Point Rental Phase 1 Partnership Interests
A motion was made (Commissioner Woulfe) and seconded (Commissioner Calderon) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion a motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to add a new Section 3. to read as follows: That the contract for negotiation of the Interests be subject to a final approval of the Board of Commissioners prior to execution and renumber the current Section 3 as Section 4. The motion was unanimously approved.
3. Resolution No. 2022-30 Regarding Acquisition of Dutch Point Phase 2 Partnership Interests
A motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution a motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to consider resolution 2022-30 as amended in the same manner as the prior resolution. The motion was unanimously approved
4. Resolution No. 2022-31: Regarding Award of Contract for Project Based Vouchers

A motion was made (Commissioner Henry) and seconded (Commissioner Calderon)

to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

5. Resolution No. 2022-32: Regarding Authorization of Additional Fund Expenditures for Contract #1816-17

A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

6. Resolution No. 2022-33: Regarding Approval of Contract Award 2016-22 Banking Services

A motion was made (Commissioner LeShane) and seconded (Commissioner Calderon) to Adopt the Resolution. Mr. Joshua Bird, Chief Financial Officer, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

7. Resolution No. 2022-34: Regarding Award of Contract 2026-22 Pest Control Services

A motion was made (Commissioner Woulfe) and seconded (Commissioner Calderon) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

8. Resolution No. 2022-35: Regarding Award of Contract 2024-22 Elevator Maintenance

A motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

VII. Old Business

There was no old business to discuss.

VIII. Staff Reports

Development and Capital Improvements – Elisa Hobbs, Development Director

- **Mary Shepard Place Redevelopment Project** -The Authority applied to the Department of Economic and Community Development for Community Investment Fund (CIF) grant funding for the project in July. Notifications to grant recipients are anticipated to occur this fall. The architectural team plans on applying to Planning and Zoning for master site plan approval this month.
- **Stowe Village Roof Replacements – Phase II** - A mobilization meeting at the site was held on September 1. It is anticipated that the project will be completed within 90 days of commencement.
- **32 Sanford Street Misc. Upgrades** -The Authority issued a solicitation to its on-call architectural and engineering firms to perform an assessment of 32 Sanford Street on October 25.

- **180 John D. Wardlaw Way Exterior Upgrades** - The Authority issued a solicitation to its on-call architectural and engineering firms for the evaluation and resolution of deficiencies at the exterior of 180 John D. Wardlaw Way on June 1. Specifically, the Authority plans to address the wood columns, other wood surfaces, and the fascia at the roof areas.

***HCV/Section 8- Katrina Ortiz, Housing Choice Voucher Program Manager
(Ms. Sanderson, Executive Director, presented the Report)***

- The HCV department has met with the Hartford Board of Education seeking a partnership to establish a local preference to assist families with a homeless child or youth as identified and referred in accordance with the McKinney-Vento Homeless Assistance Act and referred by that partner.
- For every 6 people we take off our regular tenant-based waitlist we will process 1 referral up to 3 a month.
- We have also received 10 New Increment vouchers that will be designated to victims of Domestic violence. In the upcoming months, we will try to partner with domestic violence shelters in our area to target that specific population.
- Next month we will share the proposed payment standards for 2023. From a glance, the SAFMR's have increased substantially from 2022 and we will not need to request a waiver from HUD.

Contract and Compliance Registry – Ben Bare, General Counsel

- Several large contracts are in various stages of solicitation and award including those up for approval by the Board at their next regular meeting.
- Testing of the new procurement system is well underway with finer and finer tweaks being ironed out.
- Larry Johnson continues to make great strides in the Section 3 arena. He will be presenting with the State of Connecticut DAS, with the Small Business Administration PTAP Program and with the University of Connecticut School of Business Entrepreneurial Bootcamp for Veterans as well.
- On the legal side the personnel and Board policy updating projects are nearing their completion with the Tenant Election Policy and the NEWDAY personnel rules up next for updating.
- The current Procurement Metrics and Legal Metrics are attached for reference.

***Operations Department – John Williams, Director of Asset Management
(Vanessa D'Alessandro, LIPH Occupancy Manager Presented the report)***

- Asset Managers continue to inspect units, show units, lease units, complete move-in and move-outs of residents, monitor vacancies, generate work orders, procure material for staff, assist residents when needed, enforce lease violations, work closely

with the Occupancy department to keep the department up to date on vacancies, turnovers and send out notices for informational purpose to residents (pest control,

- changes, repairs). We also work closely with the legal department and rent collection to enforce lease violations and retrieve past-due rent.
- The Low-Income Public Housing Occupancy Department continues working with The Field Operations Department not only to achieve the continued occupancy goals but to have a consistent, ongoing plan to maintain at a minimum the occupancy rate of 96%.
- The LIPH Occupancy Department successfully opened its elderly (62+) waitlist in November 2021. As of August 31, 2022, we continue to accept applications and will do so until we have a substantial number of applicants on our waitlist for Amp-006.
- Resident Services organized a Health Care\Informational Fair at Betty Knox. The Health Care consisted of health screenings for residents.

Financial & Information Technology – Joshua Bird, Chief Financial Officer

- Rent Collection in August was \$366.9k (98.2% of billed amounts). This is an increase of \$21.2k compared to July as well as a slight increase of \$1.5k as compared to Aug of last year.
- UniteCT funded another \$31,857 in back rent for residents in August. That brings the total received from the program to \$459,776; assisting 93 residents.
- The LIPH program ran a deficit of \$321.2k in the month of July vs a budgeted loss of \$54k. The primary operating reason was July was a 3-pay month meaning salaries were 50% higher than in other months. Additionally, rental income was lowered due to some accounting adjustments to Flat Rent & Recertification policies rather than an actual reduction in charged or collected rent.
- The HCV department ran a \$43k deficit in the month of July. This is primarily due to July being a 3 pay month as the HCV department's administrative expenses are overwhelmingly driven by salary & benefits. For the year, the HCV Department is running a \$278k surplus.
- The COCC ran a deficit in the month of July of \$72.9k. This is primarily due to increased administrative expenses in the month for 3 pays. The department did receive some annual developer fee payments to offset some higher expenses. For the year, the COCC is running a \$365k surplus, this is primarily due to CFP administrative fees coming in \$200k higher than budgeted.

IX. Adjournment

There being no further business, a motion was made (Commissioner Woulfe) and seconded (Commissioner Calderon) to adjourn the meeting. The motion was approved and the meeting was adjourned at 7:52 pm.

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director